

**TRAFFIC ENGINEERING DIVISION**

**MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION**

**Policy/Procedure Guideline**

**SECTION 5: Signing**

**SUBJECT: 5.3:** Revising The County Sign Manual

**EFFECTIVE DATE:** September 1, 1994

**PARAGRAPH:** 1. Purpose

2. Description
3. Exhibits
4. Background
5. Authorization
6. References
7. Attachments

**1. PURPOSE:**

To maintain a current County sign manual by adding and/or deleting a sign(s) and to track any and all revisions thereto.

**2. DESCRIPTION:**

The procedures for the adding and/or deleting signs in the County sign manual.

- a. Adding new signs - All new signs that are intended to be added to the County sign manual are to be submitted to the County Traffic Engineer. Information to be included shall consist of a sketch of the purposed sign, a brief description of the sign including colors and size, and a statement as to how and where the sign is to be used.
- b. Reviewing new signs - The purposed new sign will be reviewed by a committee made-up of personnel from the Design and Studies Sections, the Signing Group, and the Barricading Group. This committee is to insure that: the purposed sign adheres to the appropriate section(s) of the Manual On Uniform Traffic Control Devices (MUTCD), the sign does not duplicate an approved sign already in the manual, the purpose and use of the sign is valid. The

committee will also, upon approval, assign a new sign code number to the sign.

- c. Processing the new sign - After the new sign is approved, by the review committee, all the sign information is to be sent to the Design and Studies Section. Upon receiving this information the appropriate personnel will prepare a drawing of the new sign and insert it into the correct place in the sign manual drawings, making any necessary changes in the manual to accommodate it. The revision date on the revised sheet(s) is to be changed to reflect the date of the change(s). The new sign number, description, and page number is then added to the appropriate sign manual index sheets, both numerical and alphabetical. The new revision is then listed on the "Revision Log" sheet, listing any and all changes that were made. A cover letter is to be prepared stating what changes are to be done to the sign manual by those persons that receive the change.
- d. Distribution of revised Sign manual sheets - Upon completion of the drafting and the drafting check, the revised sheets and cover letter are to be reproduced, and distributed to the holders of the County sign manual.
- e. Purposed signs not approved - Any sign that is sent to the review committee that are not approved shall be returned to the originator with all of the original paperwork and a brief explanation as to why the sign was not approved.
- f. Deleting existing signs - When a sign is to be deleted from the County sign manual a request is to be sent to the County Traffic Engineer. The request is to contain the sign number and name, and an explanation as to why the sign is to be deleted. The request will be taken to the review committee for consideration.
- g. Deleting of sign approved - If the review committee approves the deletion of a sign the committee will send a notice to the Design and Studies Section requesting the sign to be removed from the manual. The request will be

given to the appropriate personnel, who will remove the specified sign from the drawing on which it resides. Remove all references to the deleted sign in the indexes, both numerical and alphabetical. The revision date on all affected sheets is to be changed to reflect the date of the change. The new revision is then listed on the "Revision Log" sheet, and a new cover letter prepared.

- h. Distribution of revised sign manual sheets - Upon completion of the drafting and the drafting check, the revised sheets are to be reproduced and distributed with the cover letter to the holders of the County sign manual.
- i. Requested deletion not approved - Any request for deletion that is sent to the review committee that is not approved will be returned to the originator with a brief explanation as to why the request was denied.

### **3. EXHIBITS:**

- a. Sample sign sheet.
- b. Sample alphabetical index sheet.
- c. Sample numerical index sheet.
- d. Sample "Revision Log" sheet.
- e. Sample cover memorandum.
- f. Sample cover letter.

### **4. BACKGROUND:**

In the past it has been the practice of the County to create and install traffic signs as seen fit, without much regard as to how the sign fits into the numbering scheme as set forth in the MUTCD. Although these signs have served the purpose intended it was found that there were some signs that duplicated each other. The old sign manual that was used for

many years had some hand drawn sketches in it, and there seemed to be little control in the production of new signs. It was determined that a new sign manual was needed and a system be set up to control the creation of new signs and the deletion of existing signs.

**5. STATUTE/ORDINANCE AUTHORITY:**

A.R.S. 28-643 requires local authorities to install traffic control devices. Therefore MCDOT must maintain a sign manual whereas all signs within the County sign manual adhere to the specifications set forth in the MUTCD.

***A.R.S. 28-643. Local traffic-control devices***

*Local authorities in their respective jurisdictions shall place and maintain such traffic-control devices upon highways under their jurisdiction as they deem necessary to indicate and to carry out the provisions of this chapter or local traffic ordinances or to regulate, warn or guide traffic. All traffic-control devices erected shall conform to the state manual and specifications.*

**6. REFERENCES:**

Manual On Uniform Traffic Control Devices For Streets And Highways, 1988 edition.

**7. ATTACHMENTS:**

Non-applicable.

Approved: \_\_\_\_\_

Albert G. Letzkus, P.E.  
County Traffic Engineer